

Task Order Progress Report

Task Order Number	0061
Task Order Title	RI/FS, Cherokee County Site – OU 8 Railroads
Task Order Type (Ceiling or FP)	Ceiling
Period of Performance	February 6, 2013, through March 31, 2015

This Task Order Progress Report is for the Remedial Investigation/Feasibility Study (RI/FS) at the Cherokee County Site – Operable Unit (OU) 8 Railroads. This Report summarizes work performed during the reporting period as well as financial information relative to Contractor compliance with the negotiated schedule and budget detailed in the Revision 1 Task Order Proposal submitted to EPA Region 7 by HydroGeoLogic, Inc. (HGL) on January 23, 2013, in response to the Task Order Statement of Work (SOW) issued by the EPA Contracting Officer. The Task Order Project Officer (TOPO) for this Task Order is Elizabeth Coffey. Activity on this task order is summarized in Sections 1 through 5 and augmented by summary Reports A through G attached. This report discusses the activities conducted under this task order for the reporting period that coincides with the calendar month. *The HGL accounting period for this time frame is March 29 through May 2, 2014.* Therefore, costs associated with some activities accomplished during the calendar month, but outside the accounting period, may appear in next month's invoice. Some activities for the period of performance are retained in the monthly report to provide background information; new information for the reporting period is provided in italic type to distinguish it from historical information.

1. ACTIVITY FOR THE REPORTING PERIOD

TASK 1 - PROJECT PLANNING AND SUPPORT (PP)

Subtask 1.1 Scoping Meeting

The scoping meeting was held at EPA on October 18, 2012. Efforts for the scoping meeting were conducted as part of the contract requirements. A scoping meeting was held at EPA on July 15, 2013, to discuss the Amendment 1 statement of work for completion of a focused feasibility study (FS).

Subtask 1.2 Conduct a Site Visit

The site visit was conducted March 7 and 8, 2013. A trip report for the site visit was submitted April 16, 2013.

Subtask 1.3 Develop and Submit a Task Order Proposal (Work Plan)

The initial Task Order Proposal was submitted on November 1, 2012, as part of the contract requirements. The Amendment 1 SOW to include the FS component was received from EPA on July 2, 2013. The Amendment 1 Task Order Proposal was prepared and submitted to EPA on August 7, 2013.

Subtask 1.4 Negotiations and Task Order Proposal Revision

The original Task order Proposal was negotiated with EPA on January 17, 2013. Based on

0737



10.0

0008

Task Order Progress Report

Task Order Number	0061
Task Order Title	RI/FS, Cherokee County Site – OU 8 Railroads
Task Order Type (Ceiling or FP)	Ceiling
Period of Performance	February 6, 2013, through March 31, 2015

discussions held during this meeting, the initial Task Order Proposal was revised. The revised Task Order Proposal was submitted on January 23, 2013, and EPA subsequently awarded the task order on February 6. These efforts were conducted as part of the contract requirements. HGL participated in a negotiation session with EPA for the Amendment 1 Task Order Proposal on August 22, 2013. Based on discussions held during this meeting, the initial Amendment 1 Task Order Proposal was revised. The revised proposal was submitted on August 29, 2013.

Subtask 1.5 Conflict of Interest (COI) Disclosure

The signed COI Disclosure form was submitted to EPA on November 1, 2012, with the original Task Order Proposal as Attachment A.

Subtask 1.6 Health and Safety Plan

The HSP was completed and submitted to EPA on March 15. EPA reviewed the HSP with no comments. The HSP was finalized and submitted on June 3.

Subtask 1.7 Field Sampling Plan

The draft FSP was completed and submitted to EPA on March 15. EPA reviewed the FSP with no comments and HGL was approved to finalize the document. The completed signature page approving the FSP without comments was received from EPA May 13, though EPA was in the process of revising the Generic QAPP template and requested that HGL retain the FSP until the template was completed. The updated version of the Generic QAPP template was received from EPA on May 28. The final version of the SAP was submitted on June 3.

Subtask 1.8 Quality Assurance Project Plan (Revised)

The QAPP has been submitted as an appendix of the FSP. The draft QAPP was completed and submitted with the FSP on March 15. The completed signature page approving the QAPP without comments was received from EPA May 13, though EPA was in the process of revising the Generic QAPP template and requested that HGL retain the QAPP until the template was completed. The updated version of the Generic QAPP template was received from EPA on May 28. The final version of the SAP was submitted in June 2013.

Subtask 1.9 Project Management

Subtask 1.9.1 Project Management

The following project management activities were conducted this period:

- The HGL TOM and EPA TOPO communicated via telephone and email regarding project issues and schedule.*

Task Order Progress Report

Task Order Number	0061
Task Order Title	RI/FS, Cherokee County Site – OU 8 Railroads
Task Order Type (Ceiling or FP)	Ceiling
Period of Performance	February 6, 2013, through March 31, 2015

- *Weekly cost tracking was performed.*
- *The monthly progress report was prepared.*

Subtask 1.9.2 Meetings

No meetings were held during this reporting period.

Subtask 1.9.3 Subcontractor Procurement and Management

HGL procured a subcontract in April 2013 with Robison Construction to perform the excavation work required for the soil sampling.

Subtask 1.10 Evaluate Existing Information

No activities were conducted under this subtask during this reporting period.

Subtask 1.11 Conceptual Site Model

No activities were conducted under this subtask during this reporting period.

Subtask 1.12 Identify Response Scenarios

No activities were conducted under this subtask during this reporting period.

Subtask 1.13 Applicable of Relevant and Appropriate Requirement (ARARs) Identification Letter Memorandum

No activities were conducted under this subtask during this reporting period.

Subtask 1.14 Accommodate External Audit or Review

Efforts for this activity will be conducted as part of the contract requirements; therefore no costs have been allocated for this subtask.

TASK 2 - COMMUNITY RELATIONS (CR) – NOT ASSIGNED

TASK 3 - FIELD INVESTIGATION/DATA AQUISITION (FI)

Subtask 3.1 Field Sampling Plan

Efforts for this activity were completed under Subtask 1.7

Subtask 3.1.1 Develop Soil Sampling Plan

Soil sampling has been completed; no further efforts under this subtask are planned.

Task Order Progress Report

Task Order Number	0061
Task Order Title	RI/FS, Cherokee County Site – OU 8 Railroads
Task Order Type (Ceiling or FP)	Ceiling
Period of Performance	February 6, 2013, through March 31, 2015

Subtask 3.1.2 Obtain Property Access

BNSF provided the final signed access agreement on November 19, 2013.

Subtask 3.2 Field Mobilization/Demobilization

No activities were conducted under this task during this reporting period.

Subtask 3.3 Environmental Sampling

Costs for this subtask are allocated under Subtask 3.3.1.

Subtask 3.3.1 Soil Sampling

The final soil sampling and XRF screening was completed in December 2013.

Subtask 3.4 Disposal of Investigation-Derived Waste

No activities were conducted under this subtask during this reporting period.

TASK 4 - SAMPLE ANALYSES (SN)

No activities were conducted under this task during this reporting period.

TASK 5 - ANALYTICAL SUPPORT AND DATA VALIDATION (AN)

Subtask 5.1 Sample Collection, Preparation, and Shipping

No activities were conducted under this task during this reporting period.

Subtask 5.2 EPA Region 7 Laboratory Sample Delivery

No activities were conducted under this task during this reporting period.

Subtask 5.3 Sample Management

Costs for this subtask are allocated under Subtask 5.1.

Subtask 5.4 Data Review

No activities were conducted under this subtask during this reporting period.

TASK 6 - DATA EVALUATION (DE)

Subtask 6.1 Data Usability Evaluation

No activities were conducted under this subtask during this reporting period.

Task Order Progress Report

Task Order Number	0061
Task Order Title	RI/FS, Cherokee County Site – OU 8 Railroads
Task Order Type (Ceiling or FP)	Ceiling
Period of Performance	February 6, 2013, through March 31, 2015

Subtask 6.2 Data Reduction and Tabulation

No activities were conducted under this subtask during this reporting period.

Subtask 6.3 Data Evaluation Report

No activities were conducted under this subtask during this reporting period.

TASK 7 - ASSESSMENT OF RISKS (RA) – NOT ASSIGNED

TASK 8 - TREATABILITY STUDY/PILOT TESTING (TT) – NOT ASSIGNED

TASK 9 - REMEDIAL INVESTIGATION REPORT (RR)

Subtask 9.1 Remedial Investigation Report

Subtask 9.1.1 Draft Remedial Investigation Report

Work continued on the Draft RI Report during this reporting period.

Subtask 9.1.2 Final Remedial Investigation Report

TASK 10 - REMEDIAL ALTERNATIVE SCREENING (RS) – NOT ASSIGNED

TASK 11 - REMEDIAL ALTERNATIVES EVALUATION (RE) – NOT ASSIGNED

TASK 12 - FS REPORT (FS)

No activities were conducted under this task during this reporting period.

TASK 13 - POST RI SUPPORT (PR)

Subtask 13.1 Attend Public Meeting

No activities were conducted under this subtask during this reporting period.

Subtask 13.2 Prepare Presentation Materials

No activities were conducted under this subtask during this reporting period.

Subtask 13.3 Assist with Proposed Plan and ROD

No activities were conducted under this subtask during this reporting period.

TASK 14 - NEGOTIATION SUPPORT (NG) – NOT ASSIGNED

Task Order Progress Report

Task Order Number	0061
Task Order Title	RI/FS, Cherokee County Site – OU 8 Railroads
Task Order Type (Ceiling or FP)	Ceiling
Period of Performance	February 6, 2013, through March 31, 2015

TASK 15 - ADMINISTRATIVE RECORD (AR) – NOT ASSIGNED

TASK 16 - TASK ORDER CLOSE OUT (CO)

Subtask 16.1 File Duplication, Distribution, Storage, and Archiving

No activities were conducted under this subtask during this reporting period.

Subtask 16.2 Return Documents to EPA

No activities were conducted under this subtask during this reporting period.

Subtask 16.3 Task Order Completion Report

No activities were conducted under this subtask during this reporting period.

2. SCHEDULE AND COST VARIANCES WITH RECOMMENDED SOLUTIONS

None to report.

3. OTHER PROBLEMS AND RECOMMENDED SOLUTIONS

None to report.

4. CONTRACTOR INITIATED INNOVATIONS AND COST SAVINGS

None to report.

5. ACTIVITIES PLANNED FOR NEXT REPORTING PERIOD

The activities planned for next month include:

- *Continue preparation of the Draft RI report.*
- *Continue weekly cost tracking and project management functions.*
- *Prepare the monthly progress report.*

Report A: Task Order Summary

This report provides an overview of the entire Task Order, including current and cumulative expenditures, percent of project complete, current funding level, negotiated work plan hours and dollars, estimate to complete, and any open payment suspensions on the Task Order.

Report B: Cumulative Labor Report for Task Order

This report provides the cumulative expenditures by labor category for hours and dollars for the entire Task Order.

Task Order Progress Report

Task Order Number	0061
Task Order Title	RI/FS, Cherokee County Site – OU 8 Railroads
Task Order Type (Ceiling or FP)	Ceiling
Period of Performance	February 6, 2013, through March 31, 2015

Report C: Task Level Summary

This report provides a summary of the expenditures for each task within the statement of work, including labor, subcontracts, travel, and other ODCs.

Report D: Current Labor Report

This report provides a summary of personnel for the reporting period and cumulative expenditures for all labor by task.

Report E: Subcontract Report

This report provides information on activities and costs of any subcontract efforts under the Task Order for each task.

Report F: ODC Report

This report provides information on ODCs incurred other than subcontract or travel under the Task Order for each task.

Report G: Travel Report

This report provides information on travel directly related to the Task Order by task.